



**Solar Thermal Training
Program Opportunity Notice (PON) 2011
Funding Available: \$300,000**

Proposals Due: June 30, 2010 by 5:00 PM Eastern Time*

The New York State Energy Research and Development Authority (NYSERDA) is seeking proposals to meet solar thermal workforce training needs under the Green Jobs Green New York Program. Funding is available in the amount of \$300,000 to facilitate workforce education for solar thermal training in New York State, particularly through integration into current energy efficiency training and to expand the network of solar thermal training providers. Under this PON, training initiatives should be designed that can be developed and implemented as part of continuing education opportunities, college credit courses, certificate programs, two-year degree programs, webinars, etc.

Activities that may be funded include, but are not limited to: curriculum development, training equipment procurement, code official training, train-the-trainer programs, integration of solar thermal training into energy efficiency curricula, and support for training provider application to Institute for Sustainable Power (ISP) for accreditation through an application guidance activity.

One or more awards may be made under this PON. The number of proposers selected for contracting will be determined by the funds available, regional considerations (location and distribution of training sites and courses) tasks proposed, and the quality of the proposals. Co-funding by the proposer of at least 40% is required for each proposal. Proposers may apply for some portion or all of the funding under this PON. Preference will be given to proposals that include more than one type of training initiative. Contract timeframe is expected to be 12-36 months.

Proposal Submission: Proposers must submit ten (10) copies of the proposal with a completed and signed Proposal Checklist attached to the front of each copy, one of which must contain an original signature. Proposals must be clearly labeled and submitted to:

**Roseanne Viscusi, PON 2011
NYS Energy Research and Development Authority
17 Columbia Circle
Albany, NY 12203-6399**

If you have technical questions concerning this solicitation, contact Vicki Colello at (518) 862-1090, ext. 3273 or vac@nyserdera.org. If you have contractual questions concerning this solicitation, contact Venice Forbes at (518) 862-1090, ext.3507 or vwf@nyserdera.org.

No communication intended to influence this procurement is permitted except by contacting Vicki Colello (Designated Contact). Contacting anyone other than this Designated Contact (either directly by the proposer or indirectly through a lobbyist or other person acting on the proposer's behalf) in an attempt to influence the procurement: (1) may result in a proposer being deemed a non-responsible offerer, and (2) may result in the proposer not being awarded a contract.

*Late proposals and proposals lacking the appropriate completed and signed Proposal Checklist will be returned. Faxed or e-mailed proposals will not be accepted. Proposals will not be accepted at any other NYSERDA location other than the address above. If changes are made to this solicitation, notification will be posted on NYSERDA's web site at www.nyserdera.org.

I. INTRODUCTION

Goals and Objectives

The New York State Energy Research and Development Authority (NYSERDA) is seeking proposals to meet solar thermal training needs under the Green Jobs Green New York (GJGNY) Program. Funding is available to facilitate workforce education in the area of solar thermal (ST) training in New York State. NYSEDA seeks to expand the network of solar thermal training providers and to integrate solar thermal training into existing energy efficiency training. Training initiatives should be designed that can be developed and implemented as part of continuing education opportunities, college credit courses, certificate programs, two-year degree programs, webinars, etc.

Activities that may be funded include, but are not limited to: curriculum development, training equipment, code official training, train-the-trainer programs, integration of solar thermal training into energy efficiency curricula, and support for training providers' application to ISP for accreditation through an application guidance activity.

One or more awards may be made under this PON. The number of proposers selected for contracting will be determined by the funds available, regional considerations (location and distribution of training sites and courses) tasks proposed, and the quality of the proposals. Co-funding by the proposer of at least 40% is required for each project. Proposers may apply for some or all of the funding available under this PON. Preference will be given to proposals that include more than one type of training initiative.

Background

Green Jobs Green New York

On October 9, 2009, Governor David Paterson signed into law the Green Jobs Green New York Act of 2009 (A.8901/S.5888 and chapter amendment A.9031/S.6032). The Act directs NYSEDA to establish and administer the program.

For workforce development and training initiatives, the legislation directs NYSEDA to:

establish standards for energy audits based on building type and other relevant considerations;

enter into contracts to provide employment and training services to support the Green Jobs Green New York Program.

In addition, the GJGNY Program is designed to create job opportunities, including opportunities for new entrants into the state's workforce, focusing on the long-term unemployed and displaced workers and new workforce entrants.

The Green Jobs Green New York Workforce Development Operating Plan (WDOP) outlines the New York State Energy Research and Development Authority's role and responsibilities in implementing the GJGNY Workforce Development components. Workforce Development activities are a critical component of GJGNY. For more information on GJGNY visit: <http://www.nyserda.org/GreenNY/>.

NYSERDA's Support for Clean Energy Training

NYSERDA's Residential Efficiency & Affordability Program (REAP) has developed a variety of market transformation programs to achieve energy efficiency, improve energy systems reliability, and make use of alternative energy resources in residential buildings. The growing need for and availability of these kinds of services and systems is resulting in significant economic development opportunities within the state. As a result,

NYSERDA strives to educate and increase the number of clean energy system installers, qualified building performance contractors, builders of energy efficient homes, Home Energy Rating System (HERS) raters, and other building science professionals who deliver clean energy and energy efficiency services to the residential marketplace. To provide the highest quality services to the residents of New York, NYSERDA supports the development of a qualified, professional workforce throughout the state.

The initiatives developed in REAP are closely coordinated with other NYSERDA training programs and initiatives developed for commercial and industrial systems/services and the manufacturing sector. Such activities include training on lighting products and systems, wastewater treatment operation, building operation, building systems, green and Leadership in Energy and Environmental Design (LEED) buildings, commercial heating and air conditioning systems, etc.

NYSERDA has supported the development of standards and certifications that define quality installations of systems and processes. The training of contractors to deliver energy services to those standards is fundamental to the success of the NYSERDA programs and is critical to ensuring customer satisfaction and developing a sustainable market for clean energy technology and energy efficiency services. Over the years, NYSERDA has contracted with training, education and other professional organizations to create hands-on adult education-based curricula as well as credit-bearing courses and certification processes. In addition, NYSERDA currently provides certain training and certification incentives for students.

NYSERDA has partners around the state that provide clean energy training courses (see GetEnergySmart.org). In addition, NYSERDA contracts with professional organizations to develop standards and certification. These courses of instruction for certification include a wide range of disciplines including installation of wind, PV, geothermal and solar thermal systems, training for building analyst, building science specialist (envelope, heating, cooling), HERS Rater, sales/marketing, and others. The efforts, as well as the organizations involved, are described in more detail below.

NYSERDA currently seeks to build on these successful training and certification efforts, and further develop a multi-disciplinary energy services infrastructure within the state to support the rapidly growing clean energy resource and energy efficiency industry. Through this solicitation, NYSERDA seeks services for the development of solar thermal training programs that have viable business models that are envisioned to become self-sustaining.

It is also a goal to increase collaboration among these various clean energy resource and energy efficiency training efforts to encourage the development of relevant continuing education certificates and degree programs in addition to energy careers for New York's emerging and transitioning workforce.

Related Organizations

NYSERDA has worked with several organizations that have developed and maintain nationally-recognized standards, certifications, and accreditations in support of its programs. Incorporating these national standards into programs helps ensure a higher caliber of performance, a more skilled pool of contractors, and provides homeowners better assurance of quality system installations.

Some of these organizations are listed below. Proposals in response to this solicitation are expected to incorporate processes that will meet or exceed the standards and certification/accreditation requirements illustrated by these or similar organizations, where applicable.

- **Institute for Sustainable Power (ISP)**

The ISP is a non-profit organization, incorporated in 1996, to coordinate, develop, and maintain international standards for the evaluation and qualification of renewable energy (RE), energy efficiency (EE), and distributed generation (DG) training providers.

ISP has established its own credentialing process called Institute for Sustainable Power Quality (ISPQ). The credentialing process is designed to improve and expand the renewable energy, energy efficiency, and distributed generation industries by:

- raising the level of training quality, competency, and availability;
- encouraging safety and the training of safe practices in the industry; and
- supporting training programs by providing guidance and consensus standards on the content and delivery of courses.

See <http://www.ispq-central.com/> for more information.

- **The North American Board of Certified Energy Practitioners (NABCEP)**
NABCEP is a volunteer board of renewable energy stakeholders who created a certification program for renewable energy installers, designers, and inspectors. It is incorporated as a 501(c) (3) non-profit organization. Thirteen board members represent the renewable energy industry, independent installers, manufacturers, labor, contractors, training organizations, educators, national laboratories, policymakers, state and local governments, and federal stakeholders. NABCEP is using a consensus-building process to develop national standards and certification requirements for renewable technology installers, and is also following the best practices established by the certification community, including the guidelines in ISO draft 17024. See www.nabcep.org for more information.
- **The Solar Rating and Certification Corporation (SRCC)**
The Solar Rating and Certification Corporation currently administers a certification, rating, and labeling program for solar collectors and a similar program for complete solar water heating systems. SRCC's certification program operating guidelines, test methods and minimum standards, and rating methodologies require the performance of nationally accepted equipment tests on solar equipment by independent laboratories which are accredited by SRCC. The test results and product data are evaluated by SRCC to determine the product's compliance with the minimum standards for certification and to calculate the performance ratings. See <http://www.solar-rating.org> for more information.
- **Florida Solar Energy Center (FSEC)**
FSEC is one of the nation's leading testing and certification laboratories for solar products and equipment. The center's expertise is based on nearly 30 years experience conducting solar energy testing and certification programs, the accreditation of PowerMark Corporation (PMC) and partnerships with such national associations as the American Society of Heating, Refrigerating and Air Conditioning Engineers (ASHRAE), The National Association of State Energy Offices (NASEO), and the Solar Rating & Certification Corporation (SRCC). See <http://www.fsec.ucf.edu> for more information.

Training Institutions

NYSERDA training partners can be found at www.GetEnergySmart.org and www.PowerNaturally.org. Proposers are encouraged to learn from existing training efforts and build on their success, as opposed to repeating or re-inventing what already exists. Partnering with organizations is strongly encouraged to expand the impact and success of programs. Under this PON, NYSERDA intends to fund efforts that will add solar thermal training to existing energy efficiency training such as (but not limited to) the training being provided at the Centers for Energy Efficiency Building Science, through the NYS Builders Association, the Building Performance Contractors Association of NYS and other clean energy training providers in the state.

NYSERDA is interested in funding proposals for training that are based on the elements of NABCEP's solar thermal task analysis (which can be found here: <http://www.nabcep.org/wp-content/uploads/2008/11/solarthermaltaskanalysisapr05.pdf>), and that will clarify the path for students to achieve NABCEP installer certification.

II. PROGRAM REQUIREMENTS

FUNDING AREAS

NYSERDA funds are intended to help support proposers in the process of developing solar thermal energy training classes or a solar thermal module to integrate solar thermal into existing energy efficiency training and other solar thermal training activities as outlined below. The program will provide funding for:

- Curriculum development
- Training equipment
- Train-the-Trainer Programs
- Code Official Training Programs
- Integration of solar thermal training into existing energy efficiency curricula
- Assistance to training providers applying for ISP accreditation, such as an “application guidance” seminar or other tools/financial support for training entities’ application to ISP.

Preference will be given to proposals that include more than one of the above training elements.

This PON is not intended to provide funding for direct labor, benefits, or labor-related overhead for delivering training, unless a respondent can justify that such expenses are unique and necessary and can be attributed directly to task requirements. It is intended that proposals for the development of training be self-sustaining, i.e., a business model that requires students to pay reasonable costs for training services.

Teaming among institutions, trainers, and instructors to address elements of this PON is encouraged. Preferred training sites are those in an existing educational setting with adequate space and technology to conduct both on-site and Web-based lectures and classroom activities for all training categories.

The number of proposers selected for contracting will be determined by the funds available, the desire to have facilities and trainers distributed throughout New York State, and other factors.

Training programs should be designed to meet the educational and training needs of diverse constituencies. Proposals should include information on the student, or audience, and markets expected to be served. Student markets may include, but are not limited to minorities, women, veterans, etc.

Co-funding in the form of cash, instructor and staff time, equipment, etc., is required. A minimum of 40% co-funding as part of the total budget is required.

Successful proposers to this PON will be required to work closely with NYSERDA and its energy efficiency and clean energy training partners on training-related activities and projects to coordinate all training activities. Successful proposers who create and develop curricula must do so in a way that meets the most current educational standards, technical standards, and best practices as illustrated by accredited educational institutions and certification/accreditation organizations. High quality training materials such as instructor manuals, student manuals, lesson plans, presentation materials, and classroom activities are required, and proposers are encouraged to provide samples, preferably in electronic format, of materials of similar quality to what is proposed.

All materials developed under contracts resulting from this solicitation shall be the property of NYSERDA (see sample contract attached to this solicitation for terms). Contract timeframe is expected to be 12-36 months.

PROPOSAL ELEMENTS

New York State has a network of established training partners distributed around the state, providing classes in energy efficiency and renewable energy technologies. There is a need to provide better integration of renewable technology training with energy efficiency training. Other needs include: educating code officials on solar thermal technologies, training additional trainers, and support for training partners to achieve accreditation for their programs. Successful proposals under this PON will address some or all of the needs outlined above. Elements that should be included in a proposal for this funding opportunity are outlined below.

Training Manuals and Materials

Each course or training module must have an instructor's manual and a student text or manual. Additionally, it is expected that each class will have lesson plans. Hands-on classroom activities are encouraged. Lab or field work is also encouraged. If included, lab and field activities must include a list of necessary equipment to conduct those activities. Where beneficial, course material should reflect information provided by original equipment manufacturers.

Where possible, course materials developed by successful proposers shall be accredited or recognized by an appropriate third-party organization such as, but not limited to ISP or NABCEP. For example, current photovoltaic classes taught by Hudson Valley, SUNY Delhi, and Bronx Community Colleges are accredited by the ISP. Course materials are aligned with ISP standards and classes prepare students to take the NABCEP certification examination. Training resulting from this PON is expected to provide students with solar thermal instruction, and put them on a path to eventual NABCEP certification.

Training Equipment

Limited funding is available under this PON for purchasing training equipment and resources. Only equipment that can be justified as directly necessary for ST training will be approved. Mobile training equipment is preferred.

III. PROPOSAL REQUIREMENTS

Proposal Qualifications and Requirements

Proposers to the solicitation must have the following qualifications:

- Staff with documented experience in ST curriculum development and maintenance
- Credentialed and experienced instructional staff, or a plan and schedule for instructional staff to obtain necessary credential requirements for teaching ST technology
- Experience in developing, implementing and maintaining certified training programs
- Experience with integrating new material into existing curricula and/or developing new stand-alone curricula approved by the New York State Department of Education for use at either the secondary or post-secondary education levels
- Continuing education institutions and organizations and institutions seeking accreditation **must demonstrate** that the following five areas are being met at an acceptable level at the time a proposal is submitted through appropriate documentation:
 - The organization must be a legal entity, such as an educational institution or corporation.
 - A quality record-keeping program and documentation system must be in place.
 - Current course offerings must be related to energy efficiency, renewable and clean energy technologies.
 - Credentials and experience of instructors must be presented.
 - References from previous program participants must be provided.

All training activities and materials developed are subject to NYSERDA review and approval. **All training curricula and materials developed will be the property of NYSERDA.**

All proposals submitted as part of this PON become the property of NYSERDA. Proposers will not be reimbursed by NYSERDA for any costs associated with preparation of their proposals.

Proposers must submit 10 (ten) copies of the completed proposal to the attention of Roseanne Viscusi at the address on the front of this Program Opportunity Notice/Request for Proposal. A completed and signed Proposal Checklist must be attached as the front cover of your proposal, one of which must contain an original signature. **Late proposals and proposals lacking the appropriate completed and signed Proposal Checklist will be returned.** Faxed or e-mailed copies will not be accepted.

Procurement Lobbying Requirements – State Finance Law sections 139-j and 139-k

Procurement lobbying requirements contained in State Finance Law sections 139-j and 139-k became effective on January 1, 2006. (The text of the laws is available at: <http://www.ogs.state.ny.us/aboutogs/regulations/advisoryCouncil/StatutoryReferences.html>). In compliance with §139-j and §139-k of the State Finance Law, for proposals submitted in response to this solicitation that could result in agreements with an annual estimated value in excess of \$15,000, additional forms must be completed and filed with proposals: (1) a signed copy of the Proposal Checklist including required certifications under the State Finance Law and (2) a completed Disclosure of Prior Findings of Non-Responsibility form. Failure to include a signed copy of the Proposal Checklist referenced in this solicitation will disqualify your proposal.

Proposals should not be excessively long or submitted in an elaborate format that includes expensive binders or graphics. Unnecessary attachments beyond those sufficient to present a complete, comprehensive, and effective response will not influence the evaluation of the proposal. Each page of the proposal should state the name of the proposer, the PON number, and the page number. *The proposal must be in the following format: two-sided copy and stapled in the top left hand corner.*

Proposal Checklist - The checklist to be completed is attached to this PON. The checklist must be attached to all ten (10) copies. At least one copy must contain an original signature.

Section 1: Introduction and General Information - The proposers should briefly identify key information about their organizations. Responding proposers or proposing teams must include the following information for each team member with his or her response:

- Firm name, address, telephone number and fax number, an e-mail address and contact person;
- Year firm was established;
- Name and address of parent company (if applicable);
- If your firm is not New York-based, a discussion of the mechanism that will guarantee the provision of prompt and efficient services in New York State.

Proposers should describe why they are qualified to perform and complete the services requested under this PON. This section should be limited to no more than 1-2 pages and provide a brief introduction of the proposer and the team members, if applicable.

Proposers should describe any current activities that this proposal may build upon.

Section 2: Executive Summary - Summary of the proposed program. (not to exceed one (1) page)

The summary should state the goals of the proposal clearly and concisely. The summary should also state the proposer's plans beyond this PON for the program to be self-sustaining

Section 3: Narrative Description of Funding Areas and Range of Services

Proposers should describe, in detail, the activities proposed and the range of services that will be provided by the proposer or the proposing team for each area. Proposers should also provide details on any current activities that this proposal may build upon. The Proposer should address the areas below, where applicable, and provide more specific information about how these areas will be addressed in Section 4 (Statement of Work). Section 3 should address the “what” and “why” related to the proposed training, accreditation, and certification initiatives and activities. Section 4 should describe “how” those activities will be developed and implemented as further described below, as applicable.

The narrative should include, but not be limited to:

INSTRUCTORS: How will the pool of instructors be created? How will an instructor or instructors be placed at each training site? How will quality of instruction and curriculum standards be maintained?

CURRICULA: How will curricula be developed? How and who will develop new curricula? How will curricula be integrated into existing energy efficiency workforce training programs? **Please provide a list of the skills that your solar thermal training curriculum will cover.**

TRAINING DELIVERY: How will training be delivered? How will students register for classes? How will classes be scheduled? How will consistency of training at various training sites be achieved?

FACILITIES AND EQUIPMENT: How will the list of necessary equipment be developed? Will training to use the equipment be necessary? How will this training be accomplished? What is the expected life of the equipment? Where will training classes be conducted?

MARKETING AND OUTREACH: What methods will be used? Who will be responsible for these efforts? How will these efforts be coordinated with other related program marketing and outreach efforts?

OTHER SOURCES OF FUNDING: What are the proposers’ other sources of funding? Is there a complete description of each funding source?

EVALUATION: How will students’ performance be evaluated? How will the effectiveness of a course/class be assessed? What metrics will be used in this assessment?

Section 4: Statement of Work - The Statement of Work details how the proposer will fulfill the tasks outlined in “**RANGE OF SERVICES**”. The Statement of Work is the primary contractual document that identifies the deliverables and provides a basis for payment. It is an action document that specifically delineates each step or procedure required to accomplish the applicable tasks outlined in “**RANGE OF SERVICES**.” The Statement of Work must be prepared as an ordered set of tasks, including subtasks as necessary. The proposers should describe their approach/methodology and define their rationale for the proposed approach. They should describe the actions they will take to complete each task and what the anticipated outcome of each task is. Each action should, therefore, be identified, indicating who will perform it, how it will be performed, when it will be performed, and its anticipated deliverables. In addition to responding to the defined tasks, the proposer is invited to present additional tasks as long as they promote, and are consistent with, the goals and objectives of this initiative.

In order to effectively evaluate a proposer's Statement of Work, there must be concrete and specific ideas presented in the proposal for each element of all tasks. Proposers are expected to demonstrate their understanding of each task and what it entails by elaborating on how they would carry it out. No proposer is expected to provide a fully detailed and comprehensive implementation plan at this point, but each proposer will be evaluated on how much forethought and consideration they have given to every aspect of the proposed training program. Use the following format to describe each task or subtask:

Task 1: Task Title
The Contractor shall....
The Task 1 deliverable is....

The SOW must incorporate all of the areas identified and described by the proposer from Section III.3 (**Narrative Description of Funding Areas and Range of Services**) of the Proposal Requirements.

Section 5: Management Structure - The proposal shall identify all project participants, including the program director, who will be responsible for ensuring that the tasks within the statement of work are carried out properly and in a timely manner. The proposer should provide a clear description of the roles and responsibilities of each key person in completing the work plan. An organization chart should be included in the proposal. Proposals that include teaming arrangements must specify one party as the Prime Contractor. The Prime Contractor will have overall responsibility for the administration of the Agreement and completion of the Statement of Work. The proposer should also describe how coordination with NYSERDA and its clean energy partners will be accomplished.

Section 6: Qualifications - The proposers shall demonstrate how they are qualified to carry out the tasks in the Statement of Work. The proposal should clearly demonstrate how the proposer meets the experience, skills, and abilities necessary to effectively develop and implement this Program, as described above. Given the wide variety of skills and expertise needed to complete some elements of these tasks, the proposers should describe ideas or strategies to augment their capabilities with external resources, if needed. Proposals should include examples of relevant training, accreditation, and certification projects and programs that have been completed by the proposers that would demonstrate their qualifications to develop and implement this Program. Each proposer should include the name and telephone number of at least three references for whom its organization has completed projects. Resumes of all key team members should be provided in an appendix.

Section 7: Schedule and Staff Plan - The proposers shall include a time line for completing each task and major subtask identified in their Statement of Work. This time line should be in bar chart form showing anticipated starting and completion times for each task, in terms of weeks or months after execution of the Agreement.

The proposal should also include a staffing plan that identifies the key personnel, including any subcontractors or other resources, responsible for completing each task and major subtask. Provide a table showing the number of hours each key person or subcontractor will spend on each task and the total hours per task plus trainer billing rates.

Section 8: Cost Proposal and Budget - The Contract Pricing Proposal Form (CPPF) is included as an attachment to this PON. The proposal must include a completed CPPF for each of the following:

- The total proposal
- Each of the applicable tasks in the Range of Services.

Attach detailed budget breakdowns (using the CPPF Supporting Schedule) for subcontractors, equipment, material, and travel. A cost-plus-fixed-fee type of contract is contemplated to be used.

Cost Sharing - The proposal should show non-NYSERDA funding of at least 40% of the total cost of the project. Cost sharing can be from the proposer, other team members, and other government or private sources. Contributions of direct labor (for which the laborer is paid as an employee) and purchased materials may be considered "cash" contributions. Unpaid labor, indirect labor, or other general overhead may be considered "in-kind" contributions. NYSERDA will not pay for efforts that have already been undertaken. The proposer or proposing team cannot claim as cost-share any expenses that have already been incurred. Show the cost-sharing plan in the following format (expand table as needed):

	Cash	In-Kind Contribution	Total
NYSERDA	\$	\$	\$
Proposer	\$	\$	\$
Others (list individually)	\$	\$	\$
Total	\$	\$	\$

Attach supporting documentation to support indirect cost (overhead) rate(s) included in the proposal as follows:

1. Describe the basis for the rates proposed (i.e., based on prior period actual results; based on projections; based on federal government or other independently-approved rates).
2. If rate(s) is approved by an independent organization, such as the federal government, provide a copy of such approval.
3. If rate(s) is based on estimated costs or prior period actual results, include calculations to support proposed rate(s). Calculation should provide enough information for NYSERDA to evaluate and confirm that the rate(s) are consistent with generally accepted accounting principles for indirect costs.

NYSERDA reserves the right to audit any indirect rate presented in the proposal and to make adjustment for such difference. Requests for financial statements or other needed financial information may be made if deemed necessary.

Anticipated Delivery Costs. The costs associated with the delivery of the classes that result from this PON will be funded through the registration fees paid by the attendees. It is NYSERDA's intention that these classes are delivered as cost-effectively as possible to the attendees. Proposers shall include, as part of their proposal, the anticipated cost to attendees for each of the training categories being proposed.

Section 8: Reporting - Include Quarterly Progress Reports and a Final Report.

Metric Reporting Requirements:

For all Training Categories, the following metrics for quarterly reports shall include, but not be limited to:

- o Complete list of classes held during the previous reporting period, listed by category. The location(s) where the training sessions were held
- o The number of attendees for each training session
- o Names and contact information of students taking training shall be available to NYSERDA upon request
- o Registration fees paid by participants
- o Program dollars spent on training sessions
- o Training evaluation: Evaluations for each training session from both the attendees and the trainer are to be submitted. Evaluations shall be designed to get feedback on the effectiveness of the training and to provide information on how the training can be improved. The final evaluations will be reviewed and approved NYSERDA.

The Reports for classes where certification is available in addition to the metrics listed above, shall include, but not be limited (if applicable) to:

- Success rate of the training: How many of the contractors or installers who attended the classes took the applicable certification exam, if available, and what was the pass rate.

Appendices

Materials to be submitted in appendices include:

- Resumes of key personnel who will complete tasks described in the Statement of Work.
- If applicable, include letters of commitment, signed by a person authorized to bind the organization, for all participating organizations.
- Letters of support from other training entities. If applicable, a list of the NYSERDA contracts your organization and/or team members have received.
- Other material deemed necessary by the proposer.

IV. RECOUPMENT

Recoupment is not anticipated under this solicitation.

V. PROPOSAL EVALUATION

Proposals will be scored and ranked within the areas targeted by this PON. Proposals will be reviewed by a Technical Evaluation Panel (TEP) using the Evaluation Criteria below:

Relevant Experience and Qualifications

Does the proposer have documented experience in developing and implementing technical training?

Does the proposal utilize various means of technology and resources for the delivery of training?

Are key personnel's education and experience relevant to the training needs? Is the overall capability of the training staff to develop and deliver solar thermal curriculum adequate and appropriate?

Does the proposer illustrate familiarity with ISP accreditation and NABCEP certification? With Solar Rating and Certification Corporation (SRCC) certification of solar thermal modules and systems?

Will the proposed curriculum development be based upon the NABCEP task analysis for solar thermal certification?

Has the training team demonstrated recent experience in developing, marketing, and delivering training to post-secondary education students and contractors?

Has the training team demonstrated recent experience designing and developing relevant training curricula for post-secondary, and workforce instruction programs?

Does the proposer have renewable technology accreditation? Are the instructors certified for renewable energy training? Have the instructors met some certification requirements?

What is the quality of the program staff's performance on past programs or their achievements related to proposed work?

Does the proposer have a record of developing training curricula that have been approved as a course, or approved for integration into existing curricula by the New York State Department of Education?

Does the proposer have an existing network of sites where training will be conducted? If so, are the training facilities self-sustaining?

Do the personnel dedicated to this program possess strong solar thermal energy technology, residential construction, energy efficiency, and building performance knowledge and working history?

What is the proposer's previous experience with NYSERDA, if any?

Cost

Is the Contract Pricing Proposal Form (CPPF) responsive to the PON?

Is the CPPF clear?

Are billing rates current, reasonable, appropriate, and clearly identified or itemized?

Is the proposer's total cost appropriate when compared to the cost of other comparable proposals and their projected results?

Are the costs to deliver the training developed and marketed as a result of this PON affordable and cost-effective for contractors and practitioners to attend?
Are the trainer's billing rates reasonable and appropriate?
Are the proposer's total delivery costs appropriate when compared to the costs of other comparable proposals and the projected results?
Does the proposal meet cost sharing requirements?
What are the proposer's other sources of funding?
Is there a complete description of each funding source?
Does the proposal meet PON budget limits?

Comprehensiveness of Approach and Management Plan

Does the proposal cover more than one training element requested under this PON?
At how many sites within the state will training be offered?
Does the proposal meet the targeted areas of this PON? Has the proposer demonstrated that a significant number of their students will be New York State residents or practitioners that will install clean energy systems in and throughout New York State?
Does the proposer plan to provide a range of services commensurate with the services requested by NYSERDA?
Does the proposer have the expertise and experience to complete all aspects of the program successfully?
Does the proposer have a letter(s) of commitment or support from all team members and other Workforce Development organizations?
Are sufficient resources (staff, facilities, and equipment) being devoted to the SOW and each individual task?
Is the proposal organization, including the staffing plan and schedule, of high quality?
Is the program's staff overall capability appropriate?
Has the proposer demonstrated the capacity to develop and oversee a network of sites to deliver training statewide?
Is management oversight and control adequate?
Does it include coordination and interaction with all of the relevant parties?
Is the coordination of other participants (proposing team subcontractors, local resources, and other programs) well developed?
How comprehensive is the proposal in addressing the range of services included and geographic distribution?

Responsiveness to the Scope of Work of the PON

Is the proposal responsive to the PON?
How well does the proposer demonstrate an understanding of the concepts and motivators underlying this program?
Is the SOW thorough, specific, logical, and consistent with the PON's objectives?
Does the SOW reflect an understanding of all the issues involved and their interrelationships?
Has the proposal demonstrated an understanding of the importance of training accreditation and certification to the success of NYSERDA's program goals and objectives?
Has the proposer demonstrated an understanding of current training, certification, and accreditation activities supported by NYSERDA and does the proposal address the relationship, if any, between proposed and current training initiatives?
Is the SOW appropriate in its approach to develop, market, and deliver quality training? How well does the proposer demonstrate an understanding of NYSERDA's current residential and renewable energy programs?
How well does the proposer's budget accurately reflect potential implementation costs associated with completing the tasks in the SOW?
How much additional elaboration was provided for each task in the SOW?
Does the proposer include creative suggestions to achieve the goals of this PON?
Are there any suggestions that broaden or deepen the scope of this PON that might not have been requested?
How well does the evaluation plan and strategy accommodate and address Program current and future needs?

How well does the proposal incorporate input from original equipment manufacturers and industry experts who can bring useful information to the workforce development program?

VI. GENERAL CONDITIONS

Proprietary Information - Careful consideration should be given before confidential information is submitted to NYSERDA as part of your proposal. Review should include whether it is critical for evaluating a proposal, and whether general, non-confidential information, may be adequate for review purposes. The NYS Freedom of Information Law, Public Officers law, Article 6, provides for public access to information NYSERDA possesses. Public Officers Law, Section 87(2) (d) provides for exceptions to disclosure for records or portions thereof that "are trade secrets or are submitted to an agency by a commercial enterprise or derived from information obtained from a commercial enterprise and which if disclosed would cause substantial injury to the competitive position of the subject enterprise." Information submitted to NYSERDA that the proposer wishes to have treated as proprietary and confidential trade secret information, should be identified and labeled "Confidential" or "Proprietary" on each page at the time of disclosure. This information should include a written request to accept it from disclosure, including a written statement of the reasons why the information should be excepted. See Public Officers Law, Section 89(5) and the procedures set forth in 21 NYCRR Part 501 www.nyserda.org/about/nyserda.regulations.pdf. However, NYSERDA cannot guarantee the confidentiality of any information submitted.

Omnibus Procurement Act of 1992 - It is the policy of New York State to maximize opportunities for the participation of New York State business enterprises, including minority- and women-owned business enterprises, as bidders, subcontractors, and suppliers on its procurement Agreements.

Information on the availability of New York subcontractors and suppliers is available from:

Empire State Development
Division for Small Business
30 South Pearl Street
Albany, NY 12245

A directory of certified minority- and women-owned business enterprises is available from:

Empire State Development
Minority and Women's Business Development Division
30 South Pearl Street
Albany, NY 12245

State Finance Law sections 139-j and 139-k - NYSERDA is required to comply with State Finance Law sections 139-j and 139-k. These provisions contain procurement lobbying requirements that can be found at <http://www.ogs.state.ny.us/aboutogs/regulations/advisoryCouncil/StatutoryReferences.html>

The attached Proposal Checklist calls for a signature certifying that the proposer will comply with State Finance Law sections 139-j and 139-k and the Disclosure of Prior Findings of Non-responsibility form includes a disclosure statement regarding whether the proposer has been found non-responsible under section 139-j of the State Finance Law within the previous four years.

Tax Law Section 5-a - NYSERDA is required to comply with the provisions of Tax Law Section 5-a, which requires a prospective contractor, prior to entering an agreement with NYSERDA having a value in excess of \$100,000, to certify to the Department of Taxation and Finance (the "Department") whether the contractor, its affiliates, its subcontractors and the affiliates of its subcontractors have registered with the Department to collect New York State and local sales and compensating use taxes. The Department has created a form to allow a prospective contractor to readily make such certification. See, ST-220-TD (available at http://www.tax.state.ny.us/pdf/2006/fillin/st/st220td_606_fill_in.pdf). Prior to contracting with NYSERDA, the prospective contractor must also certify to NYSERDA whether it has filed such certification with the Department.

The Department has created a second form that must be completed by a perspective contractor prior to contacting and filed with NYSERDA. See, ST-220-CA (available at http://www.tax.state.ny.us/pdf/2006/killin/st/st220ca_606_fill_in.pdf). The Department has developed guidance for contractors which is available at http://www.tax.state.ny.us/pdf/publications/sales/pub223_606.pdf.

Contract Award - NYSERDA anticipates making one or more awards under this solicitation. It may award a contract based on initial applications without discussion, or following limited discussion or negotiations. Each offer should be submitted using the most favorable cost and technical terms. NYSERDA may request additional data or material to support applications. NYSERDA will use the Sample Agreement to contract successful proposals. NYSERDA expects to notify proposers in approximately eight (8) weeks from the proposal due date whether your proposal has been selected to receive an award.

Limitation - This solicitation does not commit NYSERDA to award a contract, pay any costs incurred in preparing a proposal, or to procure or contract for services or supplies. NYSERDA reserves the right to accept or reject any or all proposals received, to negotiate with all qualified sources, or to cancel in part or in its entirety the solicitation when it is in NYSERDA's best interest.

Disclosure Requirement - The proposer shall disclose any indictment for any alleged felony, or any conviction for a felony within the past five years, under the laws of the United States or any state or territory of the United States, and shall describe circumstances for each. When a proposer is an association, partnership, corporation, or other organization, this disclosure requirement includes the organization and its officers, partners, and directors or members of any similarly governing body. If an indictment or conviction should come to the attention of NYSERDA after the award of a contract, NYSERDA may exercise its stop-work right pending further investigation, or terminate the agreement; the contractor may be subject to penalties for violation of any law which may apply in the particular circumstances. Proposers must also disclose if they have ever been debarred or suspended by any agency of the U.S. Government or the New York State Department of Labor.

VI. ATTACHMENTS

Attachment A – Proposal Checklist (mandatory)

Attachment B – Disclosure of Prior Findings of Non-responsibility (mandatory)

Attachment C – Intent to Propose (optional, but encouraged)

Attachment D – Contract Pricing Proposal Form (CPPF - mandatory) & Instructions

Attachment E – Sample Agreement